KOSA, Ernest M. 62

To Develop an SOP for Protestant Directors of Religious Education

U. S. ARMY CHAPLAIN SCHOOL
Class C-22
Fort Slocum, New York
16 April 1962

SUBJECT: To develop an SOP for Protestant Directors of Religious Education.

1. PROBLEM. To determine the contents of an SOP for Protestant Director of Religious Education.

2. ASSUMPTIONS.

   a. Many military installations throughout the United States do not have Protestant Directors of Religious Education, but are very seriously thinking of employing a director.

   b. There is no known uniform SOP for Protestant Directors of Religious Education throughout the United States Army.

3. FACTS BEARING ON THE PROBLEM.

   a. Some military installations now employ Protestant Directors of Religious Education, but do not have an SOP.

   b. Some military installations have been successful with their director and others have not.

   c. There is a Department of the Army letter dated 24 February 1961 setting a policy for the "Utilization of Personnel in Religious Education Activities." (See Annex B)

4. DISCUSSION.

   a. The qualification of a Director of Religious Education are clearly defined in Department of the Army letter dated 24 February 1961. These qualifications should be included in the SOP so that no mistake would be made as to requirements needed and the certifying authority.

      (1) Each installation may set up its own policy, but if there is a uniform SOP for guidance, mistakes would not be made.

   b. This SOP should include who supervises the Protestant Director of Religious Education.

      (1) Many individuals, especially Chaplains, may think they have a right to tell the Director what to do.

THIS STAFF STUDY IS SUBMITTED AS

A REQUIREMENT OF THE

CHAPLAIN OFFICER CAREER CLASS

16-A-C22, 62-2

BY

CHAPLAIN (CAPTAIN) ERNEST M. KOSA

APRIL 1962

(2) It will make it clear to the Director under whose supervision he or she is and from whom can be sought advice.

(3) The Director should be under the supervision of one of the Chaplains so as not to take everything in hand and direct the whole Education program to the individuals own liking.

c. The SOP should include the type of material or curriculum the Director will use for the Religious Education program especially the Sunday School.

(1) Some Directors may think this is a fine opportunity to put into use their own denominational or favorite curriculum.

d. The SOP should include all major duties or what is expected of the Director.

(1) If Director has a copy of the SOP and understands it, he or she can never say I did not know I had to do this or that. It is written down and is explicit.

e. Personnel hired as Protestant Director of Religious Education will have a clear and concise document as to what is expected of them, under whose supervision they function, the type of material to be used and their overall duties. This will help the Staff Chaplain or Supervisory Chaplain and the Director in understanding their relationship to each other and what is expected in providing Religious Education at the Army installation.

5. CONCLUSION: That an SOP be developed and used at all Army installations to govern the hire and utilization of Protestant Directors of Religious Education. (See Annex A)

6. ACTION RECOMMENDED. That the conclusion in paragraph 5 be approved.

ANNEXES:

A - SOP for Protestant Director of Religious Education.
B - Department of the Army letter dated 24 February 1961.
C - Bibliography

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STANDARD OPERATING PROCEDURE

PROTESTANT DIRECTOR OF RELIGIOUS EDUCATION

APRIL 1962

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STANDARD OPERATING PROCEDURE FOR PROTESTANT DIRECTOR OF RELIGIOUS EDUCATION

SECTION I

1. PURPOSE. The purpose of this directive is to prescribe procedures, policies, and guidance concerning the utilization of personnel as Protestant Directors of Religious Education.

2. GENERAL. The large number of young service persons in the Army and in the increase number of families living on U. S. Army installations have greatly expanded the responsibilities of Staff Chaplains for providing religious education activities. Assistance in handling this increased responsibility has been provided from the use of a Director of Religious Education.

SECTION II

1. Directors of Religious Education.

a. Minimum Standards.

(1) Education and Experience.

(a) A Bachelor Degree (AB or BS), or equivalent, from an accredited college or university, with a major in religion, a minimum of eighteen (18) semester credit hours in education, and two years practical experience in religious education.

(b) A Bachelor Degree (AB or BS), or equivalent, from an accredited college or university, with a Master Degree in religious education, or equivalent, from an accredited educational institution.

(2) A willingness to cooperate in the use of the appropriate denominational Unified Curriculum of the Armed Forces.

(3) Certification by the Chief of Chaplains.

b. Certification Procedures.

(1) Local commanders will request, through channels, certification by the Chief of Chaplains, Department of the Army, Washington 25, D. C. (See Department of Army letter - Annex B)

SECTION III

DUTIES OF THE DIRECTOR

1. As Educator. Will help organize the educational program. Help in the development of an educational approach and serve as a resource person for every person who carries any educational duty in the Protestant Religious Education of the Post.

2. As Organizer and Administrator. The administrator is responsible for providing the setting and the resources by which the goals of the organization may be reached. The director has the responsibility to see that the necessary structure of organization is provided and to serve as administrator so that the organization functions to fulfill its goal.

3. As Supervisor. Serves to help leaders be more effective as they carry out their responsibilities. Shares with others whatever skill and resources he or she may have in order that the other person might do a better job.

   a. Human relations: working with, and understanding people - warm and accepting, quick to praise and reluctant to criticize.

   b. Meetings: planning sessions and meetings with departmental heads and with different groups of the religious education program.

SECTION IV

RELATIONSHIP OF THE DIRECTOR

1. Director will be under the supervision of the Staff Chaplain or Senior Protestant Chaplain or the individual Chaplain so designated by the Staff Chaplain. This Chaplain shall be the Supervisory Chaplain of the Protestant Director of Religious Education.

   a. The Supervisory Chaplain will give general direction in terms of objectives desired, suggestions as to approach, unusual assignments, and availability for assistance if required.

   b. Supervisory Chaplain will be kept informed and briefed as to all aspects of the Protestant Religious Education on the Post. He shall be a participant in the making of policy decisions as they effect Religious Education. His decision shall be final.

2. To the Superintendent of the Sunday School the Director should have the closest working relationship.

SECTION XII

[illegible] IN THE [illegible]

1. [illegible] [illegible] [illegible]

a. Superintendent will handle only the administrative functions of the Sunday School. He will take care of transportation for children to and from Sunday School.

b. The Director will have overall supervision of superintendent and teachers.

3. The Director will be utilized only for Chapel activities.

SECTION V

RESPONSIBILITIES

1. GENERAL. To serve as Protestant Director of Religious Education for the Sunday School program and allied activities.

a. Supervise the activities of the Sunday School and provide technical advice and guidance. Work with teachers and officers, giving assistance and advice in organization, division of age groups, classroom objectives, teaching methods, teaching materials and aids, and on problems arising. Supervises adult Bible Class. Visits various classes while in session in order to evaluate effectiveness of teaching and to recommend corrective measures when needed.

b. Is responsible for recruiting and maintaining a staff of Sunday School teachers. Selects teachers, orients and ensures training is provided for new teachers. Secures replacements and substitutes as necessary. In conjunction with Supervisory Chaplain will plan school curriculum utilizing the Unified Curriculum of the Armed Forces.

c. Will conduct Leadership Training School periodically. Will meet with departmental heads to make sure mission is being carried out.

d. Works with Y uth F llowship and other special groups. Assists volunteer workers in getting such activities organized and in planning programs, social affairs and other activities. Assures that all activities are properly chaperoned.

e. For Vacation Bible School the Director with the help of lay leaders, will plan, organize, and select teachers and generally direct. Will hold conferences with teachers before and during the school and advice on problems that arise.

f. Will compile a budget of proposed expenditures for religious education activities annually. Orders supplies and materials quarterly. Requests will be made through the Custodian of the Protestant Chaplains' Fund.

g. Orders and previews films and film strips received and disseminates information regarding contents. Personally schedules use of films and moving picture projectors.

h. Direct and supervise the work of the Protestant Women of the Chapel. If male, Protestant Men of the Chapel.

i. Performs other duties as assigned by Supervisory Chaplain.

SECTION VI

ADMINISTRATION

1. Authorized Absence:

   a. Ordinary leaves of absence and holidays will be granted in accordance with regulations.

   b. Compensatory time will be granted in accordance with set policy of Chaplain Division.

   c. Leaves of absence and compensatory time will be coordinated with the Supervisory Chaplain.

2. Protestant Director of Religious Education will attend Chaplains' monthly meeting.

3. Report of last months activities and an evaluation will be made and given to the Supervisory Chaplain the first working day of each month.

4. Grade structure:

   a. Director of Religious Education will be classified as GS-5 when first employed.

HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

IN REPLY REFER TO
AGAM-P (M) 000.3 (8 Feb 61) CHPL 24 February 1961

SUBJECT: Utilization of Personnel in Religious Education Activities

TO: Heads of Technical Staff
Commanders in Chief
US Army, Europe
US Army, Pacific
Commanding Generals
US Army, Alaska
US Army, Caribbean
US Army, Ryukyu Islands/IX Corps
US Army, Hawaii
US Army, Japan
Eighth US Army
US Continental Army Command
US Army Air Defense Command
Chief, US Army Security Agency

1. Reference is made to AR 165-15.

2. Purpose. The purpose of this letter is to furnish guidance to commanders concerning the utilization of personnel outside the military community in the religious education activities of the United States Army in a volunteer or employed status.

3. General. The large number of young service persons in the Army and in the increased number of families living on US Army installations have greatly expanded the responsibilities of staff chaplains for providing religious education activities. Assistance in handling this increased responsibility has been provided from one or more of the following sources:

a. It is encouraging to note the large number of parents and single service personnel within the military community who are assisting chaplains in providing an effective religious education program. This practice is in keeping with the best tradition of the Army and of the churches, and is highly recommended. Attention should be given, however, to assisting these volunteer teachers and workers to improve their teaching effectiveness by providing teacher training classes on a regular basis.

b. Installations have been assisted also by various individuals and groups from outside the military who have given their time on a voluntary basis. In most instances, these services have been highly satisfactory and military personnel and their families have profited immeasurably.

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At a few installations, however, it has been observed that some volunteer workers have established religious classes which have operated outside the direction of the staff chaplain of the installation and, further, have solicited funds for their activities from sources inside and outside the military establishment. These practices have caused embarrassment to all concerned and are contrary to policies of the Army. (See paragraph 3d, AR 165-15.) Care will be exercised to insure that all religious activities at an installation are under the supervision of the staff chaplain and have the approval of the installation commander.

c. One procedure followed by some commands in providing an effective religious education program is the employment of professional Directors of Religious Education. When qualified, these persons are able to assist the chaplain in implementing the religious education program and in providing training and guidance for volunteer workers.

4. Volunteer or Part-Time Paid Religious Education Personnel. In order that volunteer or part-time paid personnel may make the desired contribution to the religious education program of the Army, the following requirements should be observed in utilizing personnel from outside the military community in this activity:

a. They are invited by the commander to assist in the religious education program.

b. They perform their services under the direction of the staff chaplain of the installation or the officer designated in accordance with providion of paragraph 12a, AR 165-15.

c. They do not solicit funds or have funds solicited, from outside or within the military community, for the support of their work or program. Any payments made from collections taken at religious services will be in accordance with AR 230-36.

d. They secure the indorsement of a minister, priest or rabbi of a responsible local congregation to provide religious instruction.

e. They indicate a willingness to cooperate in the use of the appropriate denominational Unified Curriculum of the Armed Forces.

5. Directors of Religious Education.

a. Minimum Standards. In order to provide qualified personnel to assist in the religious education activities of the Army, the following minimum standards are established for Directors of Religious Education:

(1) Education and Experience.

(a) A Bachelor Degree (A.B. or B.S.), or equivalent, fron an accredited college or university, with a major in religion, a minimum of eighteen semester credit hours in education, and two years practical experience in religious education, or

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AGAM-P (M) 000.3 (8 Feb 61) CHPL 24 February 1961
SUBJECT: Utilization of Personnel in Religious Education Activities

(b) A Bachelor Degree (A.B. or B.S.), or equivalent, from an accredited college or university, with a Master Degree in religious education, or equivalent, from an accredited educational institution.

(2) A willingness to cooperate in the use of the appropriate denominational Unified Curriculum of the Armed Forces.

(3) Certification by the Chief of Chaplains.

b. Certification Procedures.

(1) Local commanders will request, through channels, certification by the Chief of Chaplains, Department of the Army, Washington 25, D. C., when employing personnel referred to in paragraph 5a above. The request will contain the name of the applicant, address, sex, date of birth, educational qualifications, colleges attended, denomination, record of previous employment and description of position to be filled.

(2) No person will be employed without certification.

(3) Persons now employed must receive certification before their present contract is renewed, or a new one written, or within two years from the date of this letter, whichever occurs first.

By Order of the Secretary of the Army:

Copies furnished:
Chief of Chaplains

R. V. LEE
Major General, USA
The Adjutant General

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